

State of Connecticut

Department of Social Services

925 Housatonic Avenue λ Bridgeport, Connecticut 06606-5700

POSTING DATE: NOVEMBER 16, 2006

CLOSING DATE: NOVEMBER 30, 2006

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

ANTICIPATED LEAD SOCIAL SERVICES INVESTIGATOR VACANCIES

WESTERN REGION – MULTIPLE LOCATIONS CHILD SUPPORT AND RESOURCES / CLIENT FRAUD / FRED UNITS

OPEN TO: DEPARTMENT OF SOCIAL SERVICES EMPLOYEES

SALARY RANGE: \$47,491.00 - \$59,302.00 ANNUALLY

BARGAINING UNIT: SOCIAL AND HUMAN SERVICES (P-2)

LOCATIONS: BRIDGEPORT, DANBURY, STAMFORD, TORRINGTON AND WATERBURY

EXAMPLE OF DUTIES AND RESPONSIBILITIES: Plans unit workflow and determines priorities; schedules, assigns, oversees and reviews work; establishes and maintains unit procedures; provides staff training and assistance including monitoring and assessing current and projected needs; conducts or assists in conducting performance evaluations; acts as liaison with operating units, agencies and outside officials such as third party providers, social services agencies, attorneys regarding unit policies and procedure; makes recommendations on policies or standards; prepares reports and correspondence; acts as liaison with the Social Services Investigations Supervisor concerning unit training needs, practical program implementation problems and effectiveness of unit work flow procedures; acts as unit policy specialist in difficult, unusual and/or complex case resolution; testifies in court on cases involving support or claims for reimbursement and determines appropriate actions to enforce compliance with court orders; may be assigned to represent the Commissioner in cases requiring a high degree of tact and diplomacy; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS:

Permanent status as a Lead Social Services Investigator in relevant specialty, or:

General Experience: Six (6) years' experience in the investigation of real and personal assets.

Special Experience: One (1) year of the General Experience must have been at the level of Social Services Investigator in the relevant specialty. Specialty means Child Support or Resources/Client Fraud Programs.

Substitutions Allowed:

- 1) College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.
- 2) A Master's Degree in a related area may be substituted for one (1) additional year of the General Experience.
- 3) One (1) year as a Social Services Investigator in the relevant specialty.

NOTE: Application for these transfer/promotional opportunities is open to any current, qualified Department of Social Services employee who meets the minimum experience and training requirements and is on a current exam certification list for Lead Social Services Investigator. These positions also may be filled by candidates from existing Reemployment / SEBAC lists to whom we are obligated to give priority consideration.

APPLICATION PROCEDURE: Any interested employee who meets the qualifications as stated above should complete a State of Connecticut Application form (PLD-1), which can be downloaded from the State of Connecticut's Department of Administrative Services Website at [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS). Candidates should forward their completed PLD-1 forms by November 30, 2006 to:

**Lynn Gelzheiser, Principal Human Resources Specialist
Department of Social Services
925 Housatonic Avenue
Bridgeport, Connecticut 06606
FAX: 203-579-6998**

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

The State of Connecticut is an Equal Opportunity / Affirmative Action Employer and strongly encourages the applications of women, minorities and persons with disabilities.